

Wortwell Parish Council

Expenses Policy

Adopted: February 2018
Reviewed: June 2024
Next Review due: June 2027

Objective

The Council will make reimbursement for all or some of the expenses that the Clerk, the Chair and other Councillors may incur in performing the duties required by the Council.

1.1 Interpretation: For the avoidance of such ambiguity, interpretation rests in descending order of precedence, in the Council's Standing Orders, the Council's Financial Regulations, Employee contracts, this policy.

1.2 Management responsibility: For the purpose of this policy the employee's line manager is the Clerk, or where the employee is the Clerk, then the line manager shall be the Chair or Vice Chair.

1.3 Authorisation: Claims will be met provided that they are:

- Submitted within 2 months of the expenditure being incurred
- Properly incurred, agreed and approved by the Council, and authorised by the appropriate line manager
- Correctly calculated. Mileage rates used will be those published from time to time by HMRC and will be calculated using IP20 OHS as the 'home' point. The first 10 miles of official business in any calendar month is excluded.
- Supported by receipts appropriately dated, save that a claim may include an un-receipted element to a maximum of £5 or 10% of the claim (whichever is the greater) at the discretion of the authorising line manager.

1.4. Any Councillor or employee who is making a claim for travelling should ensure that their insurance policy covers them for business purposes. They should also note that they are personally responsible for any fines, penalties or accident claims incurred whilst driving on Wortwell Parish Council business.

1.5. Items purchased specifically at the direction of the Parish Council shall be reimbursed. Councillors shall endeavour to obtain a VAT receipt in the name of the Parish Council and pass this on to the Clerk.

1.6 In an emergency, expenses may be approved after the event.

1.7 All payments, irrespective of the amount, shall be by cheque or BACS payment.

2. Councillor's Expenses

2.1 Allowance: Councillors, including the Chair, are unpaid and may not receive an annual allowance; nor shall any Councillor receive any ex-gratia payment or other gratuity in respect of office or duties performed.

2.2 Travel expenses: Councillors may claim the following previously approved expenses.

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates. Parking and toll charges may be claimed provided these were necessarily incurred.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business, provided that such expenses are receipted and approved by the Council
- Operating expenses: Councillors may claim the following expenses being limited to:
 - Postage and stationery
 - Other 'project' related expenses authorised by the Council

3. Clerk's Expenses

The Clerk may claim the following expenses:

- Travelling and associated travel expenses on journeys on Council business to include mileage at current NJC rates. Parking and toll charges may be claimed provided these were necessarily incurred.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that such expenses are receipted and approved by the Council
- Contributions towards the cost of computer and other office equipment.
- Office consumables including stationery, postage and printing costs.
- Contribution for use of the employees own telephone line and Internet / Broadband.
- A sum to take into account the use of space, lighting, heating and electricity due to working from your home (at the rates established using HMRC rules as revised from time to time)
- Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business, if required by the Council.